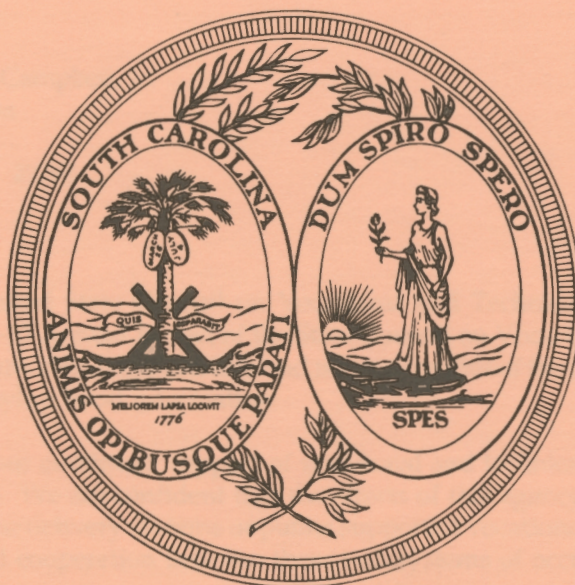


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SOUTH CAROLINA COUNCIL ON VOCATIONAL AND TECHNICAL EDUCATION



ANNUAL REPORT 1992-1993

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SOUTH CAROLINA COUNCIL ON VOCATIONAL AND TECHNICAL EDUCATION

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November 1, 1993

The Honorable Carroll A. Campbell, Jr.
Governor of South Carolina
The State House
Columbia, South Carolina 29201

Dear Governor Campbell:

On behalf of the reconstituted State Council on Vocational and Technical Education, I am pleased to transmit herewith the 1992-93 Annual Report of the State Council on Vocational and Technical Education. This report describes the authority, responsibility and major activities of the former Council for the 1992-93 fiscal year, with accompanying fiscal information.

The Council appreciates your continued support of vocational and technical education and your interest in the work of the Council. We are confident that the efforts of this agency will continue to bring about desired improvements in the delivery systems of public supported vocational and technical education and increased coordination and cooperation between these two systems of occupational education.

If there are any questions, or if we can be of additional assistance in improving the delivery of occupational education and the preparation of South Carolina citizens for more meaningful employment, please let us know.

Sincerely,

A handwritten signature in dark ink, reading "Robert C. Gallagher". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert C. Gallager, Chairman
SC State Council on Vocational and Technical Education

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Robert C. [Signature]
Robert C. [Name]
South Carolina Council on Vocational and Technical Education

OVERVIEW

The State Council on Vocational and Technical Education is a separate state agency established under the auspices of the Carl D. Perkins Vocational Education Act of 1984 (reauthorized as the Carl D. Perkins Vocational and Applied Technology Education Act of 1990) which authorized federal funds for vocational education in the state. The Act specifies that for a state to be eligible to receive federal funds for vocational education, among other conditions, the State must have a State Council. The Council's purpose is to carry out evaluative functions and to provide advice to appropriate boards on policy matters pertaining to secondary level vocational education and to post-secondary level vocational education (technical education.) The Council's thirteen members are representative of both the public and private segments of the population and are appointed by the Governor. Much of the work of the Council is with the boards for vocational education and technical education and their administrative units. These include the State Board of Education, the Office of Occupational Education in the State Department of Education, the State Board for Technical and Comprehensive Education and its staff, and the State JTPA Administrative Unit. The Council also works with other boards, agencies, or groups concerned with occupational education and training. Financial support for the Council consists primarily of a federal allocation to the Council which, by federal law, may not be diverted for any other purpose. The Council also received a small state appropriation which assists in carrying out the duties assigned in the Employment Revitalization Act of 1986 (ERA-86), which designates the Council as the State Occupational Training Advisory Committee, or SOTAC. The 1993 General Assembly reassigned the duties specified under the ERA and designated the Commission on Higher Education as the SOTAC, and transferred the state appropriation to the Commission for that purpose effective July 1, 1993.

The Council does not conduct any educational programs or have any administrative authority over vocational or technical education programs. The efforts of the Council are directed primarily to evaluation, research, and the development of policy advice. The policy advice, in the form of recommendations, is submitted to the appropriate board or boards to improve the programs and the efficiency of occupational education in South Carolina.

In May of 1993, the South Carolina General Assembly amended Section 59-54-20 of the 1976 Code to require that the terms of all current Council members shall expire July 1, 1993, with no member eligible for reappointment by the Governor. The State Council membership was reconstituted effective July 1, 1993, with seven members of the Commission on Higher Education required to serve on the Council. The text of this annual report will cover those activities conducted by the former Council from July 1, 1992 through June 30, 1993.

PURPOSE

The State Council was first established in 1969. The Council's purpose stems from both federal and state legislation. Among its federally mandated responsibilities, the Council is required to evaluate "the vocational education program delivery systems assisted under this Act, and under the Job Training Partnership Act...." The Carl D. Perkins Vocational Education Act further specifies that the Council is to "make recommendations to the State Board...." Given the governance of the system of occupational education in South Carolina and support under Executive Order 85-09, the Council has developed working relationships with the State Board for Vocational Education (which is the State Board of Education), and very similar relationships with the State Board for Technical and Comprehensive Education. The other major unit that the Council has oversight responsibilities for is the state administrative unit for the programs of the Job Training Partnership Act (JTPA). As mentioned previously, the State Council served as the SOTAC until June 30, 1993, accomplishing specified responsibilities stated in ERA-86.

Other mandates of the Carl D. Perkins Act require the Council to: "furnish consultation to the State Board" (Section 112(d)(4); "make recommendations to the State Board and make reports to the Governor, the business community, and the general public of the State..." (Section 112(d)(2)); be involved with the State's planning process for vocational education (Section 113(a)(2)(A)); and "submit recommendations to the State Board..." (Section 112(d)(5)). These responsibilities and more must be met in order for the State to remain eligible for federal vocational education funds.

AUTHORITY -- RESPONSIBILITY

The authority of the 1992-93 Council comes from three sources: a Federal Act, a State Executive Order, and a State Act. The Carl D. Perkins Vocational and Applied Technology Education Act of 1990, Section 112, specifies that to be eligible for federal funds for vocational education, the State "shall establish a state Council...." This Act also provides the conditions by which the Council shall operate, the membership requirements, duties, and other specifics.

Executive Order 85-09, issued by Governor Richard W. Riley on April 1, 1985 and still in effect, endorses the provisions of the Federal Act and creates the Council as an agency in State government.

The Employment Revitalization Act of 1986 (ERA) was signed into State Law on April 29, 1986. This Act designated the State Council on Vocational and Technical Education to serve also as the State Occupational Training Advisory Committee (SOTAC), with additional specified responsibilities. This designation was reassigned to the Commission on Higher Education effective June 30, 1993.

The responsibility of the Council encompasses all of vocational education, technical education, and other occupational education or job training programs that culminate at any level less than the baccalaureate degree.

COUNCIL MEMBERS

The Carl D. Perkins Vocational and Applied Technology Education Act of 1990 requires the State Council to be composed of thirteen members, appointed to fill specified membership categories. The Council elects the Chairman from among its private sector members. For 1992-93, Mr. Lonnie Rowell was elected by the Council to serve as Chairman, with Mr. Frank M. Hart elected as Vice-Chairman. In addition to Mr. Rowell's and Mr. Hart's automatic membership on the Executive Committee, Mr. Larry Patrick, immediate past chairman, and Mr. James Tanner were elected to the four-member Executive Committee.

Council members are appointed by the Governor for three-year terms, nominally from July 1 until June 30, three years later, and may be reappointed. Members appointed to unexpired terms fill the term for the membership category that they fill.

The following individuals were members of the Council during fiscal year 1992-93:

Mr. Larry Patrick
Mr. Frank M. Hart, Vice-Chair
Mr. Lamar Brabham
Mrs. Shirley T. Corbett
Mr. Gregory Guess
Mrs. Deanne Jolly
Mrs. P.T. Williams

Mr. Frank Lanford
Mr. John Mahon
Mr. Lonnie Rowell, Chairman
Mr. James Tanner
Mrs. Eunice Spilliards
Mrs. Judith Warner

ORGANIZATION

The operational style of the South Carolina Council on Vocational and Technical Education differs from other state boards due to the policy advice role of the Council and its small staff. Concerns and issues are identified as are those federally and state-mandated reporting requirements. Aided by staff research, the Council members develop positions and recommendations regarding vocational and technical education programs. Much of the work of the Council is carried out through a structure of committees. The committee structure and assignments for 1992-93 were:

Executive Committee

Mr. Lonnie Rowell
Mr. Frank Hart
Mr. Larry Patrick
Mr. James Tanner

Site Visit Committee

Mr. John Mahon, Chair
Mr. Gregory Guess
Mr. Frank Lanford
Mr. James Tanner

Federal Reports Committee

Mrs. Judith Warner, Chair
Mrs. Deanne Jolly
Mr. James Tanner
Mrs. P.T. Williams
Mrs. Eunice Spilliards

Articulation Committee

Mrs. Shirley Corbett, Chair
Mr. Lamar Brabham
Mr. Frank M. Hart
Mr. Lonnie Rowell

Business-Industry Forum Committee

Mr. Lonnie Rowell, Chair
Mr. John Mahon

Mr. Frank M. Hart
Mr. Larry Patrick

Mrs. Judith Warner

COUNCIL STAFF

Until the reconstitution of the Council effective June 30, 1993, the Council offices were located at 2221 Devine Street, Suite 420, Columbia, South Carolina, in office space leased from the Budget and Control Board. After June 30, 1993, the Council relocated to 1333 Main Street, Suite 200, Columbia, South Carolina. All direct and indirect costs associated with the office, including rent, telephone service, and other services, were paid from the Council's federal allocation and the state appropriation. Indirect costs associated with other services provided by the state (e.g., purchasing, audits, voucher audits, and check writing, etc.) were paid to the state from the Council's federal funds.

The Council staff was limited to two professional and two administrative support positions. These four persons provided the Council with research capability, liaison with other Boards and agencies, secretarial support, fiscal functions, and all other necessary office activities. Until June 30, 1993, the staff for the Council consisted of:

Robert H. White	Executive Director
Barbara S. Anderson	Executive Assistant
Elizabeth (Lib) Shealy	Executive Support Specialist
David Reese	Accounting Technician

On July 1, 1993, the newly reconstituted Council adopted a resolution to contract with the Commission on Higher Education "to obtain the services of such professional, technical, and clerical personnel as may be necessary to enable it to carry out its functions under this Act and to contract for such services as may be necessary to enable the Council to carry out its functions independent of programmatic and administrative control by other State boards, agencies, and individuals" (Carl D. Perkins Vocational and Applied Technology Education Act of 1990). Pursuant to amendments of Section 59-54-20 of the 1976 S.C. Code of Laws, the position of Executive Director was eliminated, and the three remaining positions were transferred to the Commission on Higher Education.

Site Visit Committee

Mr. John Mahon, Chair
Mr. Gregory Cress
Mr. Frank Landford
Mr. James Tanner

Articulation Committee

Mr. Shirley Cutbell, Chair
Mr. Lamar Brabham
Mr. Frank M. Han
Mr. Lannie Rowell

Executive Committee

Mr. Lannie Rowell
Mr. Frank Han
Mr. Larry Patrick
Mr. James Tanner

Federal Reports Committee

Mrs. Judith Warner, Chair
Mr. Duane Jolly
Mr. James Tanner
Mr. P.T. Williams
Mrs. Eudice Spillards

Business-Industry Forum Committee

Mr. Lannie Rowell, Chair
Mr. John Mahon
Mr. Frank M. Han
Mr. Larry Patrick
Mrs. Judith Warner

FEDERAL AND STATE REQUIREMENTS

The duties of the Council for July 1, 1992 through June 30, 1993 are stated in the Carl D. Perkins Vocational and Applied Technology Education Amendments of 1990, Section 112 and related sections; Executive Order 85-09; and the South Carolina Employment Revitalization Act of 1986 (ERA-86).

Federal Requirements

Section 112 of Public Law 101-392 contains a number of requirements and responsibilities of the State Council. The following list of federal requirements is extracted from the Act:

Advise the State Board of Education "on the development of the subsequent State Plan."
(Sec. 112.(d)(1))

"Furnish consultation to the State Board [of Education] on the establishment of evaluation criteria for vocational education programs within the State."
(Section 112.(d)(4))

Provide consultation to the State Board of Education on the establishment of technical committees.
(Sec. 111.(g))

Advise the State Board of Education on "policies the State should pursue to strengthen vocational education (with particular attention to programs for the handicapped)...."
(Sec. 112(d)(2)(B))

Advise the State Board of Education on "initiatives and methods the private sector could undertake to assist in the modernization of vocational education programs...."
(Sec. 112.(d)(2)(C))

"Analyze and report on the distribution of spending for vocational education in the State and on the availability of vocational education activities and services within the State...."
(Sec. 112(d)(3))

"Submit recommendations to the State Board on the conduct of vocational education programs conducted in the State which emphasize the use of business concerns and labor organizations...."
(Sec. 112.(d)(5))

"Assess the distribution of financial assistance...particularly with the analysis of the distribution of financial assistance between secondary vocational education programs and postsecondary vocational education programs...." (Sec. 112.(d)(6))

"Recommend procedures to the State Board to ensure and enhance the participation of the public in the provision of vocational education at the local level...."
(Sec. 112(d)(7))

"Report to the State Board on the extent to which individuals [handicapped, disadvantaged, adults, single parents, persons in non-traditional programs, and criminal offenders] are provided with equal access to quality vocational education programs...."
(Sec. 112.(d)(8))

"Evaluate at least once every two years "the extent to which vocational education, employment

and training programs in the State represent a consistent, integrated, and coordinated approach to meeting the economic needs of the State...."

(Sec. 112(d)(10)(A)(i))

"Evaluate at least once every two years "the vocational educational program delivery system assisted under this Act, and the job training program delivery system assisted under the Job Training Partnership Act..." (Sec. 112.(d)(10(A)(i),(ii))

"Analyze and review corrections education programs...." (Sec. 112.(d)(9))

Issue reports to the Governor, the business community and the general public...

(Sec. 112.(d)(2))

"Comment on the adequacy or inadequacy of State action in implementing the State Plan..." (Sec. 112.(d)(10)(B))

"Make recommendations to the State Board on ways to create greater incentives for joint planning and collaboration between the vocational education system and the job training system at the State and local levels...." (Sec. 112.(d)(10)(C))

"Advise the Governor, the State Board, the State job training coordinating council, the U.S. Secretary of Education and the U.S. Secretary of Labor regarding such evaluation, findings, and recommendations [of joint planning and collaboration]...."

(Sec. 112.(d)(10)(C))

State Requirements

Executive Order 85-09 gave the Council the authority to carry out "the purposes stated in the Perkins Act and other purposes as may be advisable to improve vocational and technical education in particular." This generalized responsibility provided authority for the Council to work with other boards, agencies, and groups as needed.

Employment Revitalization Act

The South Carolina Employment Revitalization Act (1986) was designed to improve the coordination, cooperation, and articulation among various education and training systems throughout the state and to tie these efforts to economic development and labor force needs. The Act included provisions related specifically to economic planning and development.

The Act (ERA-86) in general:

- Placed responsibility for all adult basic and secondary (G.E.D. and high school diploma) and all occupational vocational courses for secondary students in public schools under the State Board of Education (which is also the State Board for Vocational Education);

- Placed responsibility for administering all funds for adult occupational training (including JTPA and federal funds for adult training or retraining) under the State Board for Technical and Comprehensive Education, which is the governing board of the postsecondary technical education system;

- Established a state-wide Private Job Training Review Committee, composed entirely of private section representatives, to advise on all short-term adult training funds;

- Established sixteen area occupational training advisory councils corresponding to the sixteen technical college regions, to assure coordination and articulation among various occupational, technical, vocational, and adult education programs and economic development activities; and

- Required each state agency offering education or training programs to include evaluative data in its annual report (e.g., summary of students or clients served, completion and placement rates, number of new and discontinued programs, effectiveness of coordination efforts, follow-up survey results, etc.).

State Occupational Training Advisory Committee (SOTAC)

The ERA-86 gave considerable authority for coordination of education and training programs to the sixteen area occupational training advisory committees. Responsibility for coordinating and monitoring the work of these sixteen committees was assigned to the State Occupational Training Advisory Committee (SOTAC), which, by definition, was the State Council for Vocational and Technical Education. Effective June 30, 1993, the Commission on Higher Education was designated to serve as the SOTAC.

Until June 30, 1993, the Council was designated as the overall coordinating and monitoring agency with responsibility for making recommendations to the State Board of Education, the State Board for Technical and Comprehensive Education, the Governor's Office, and the public with regard to:

1. improving the coordination of plans and programs for adult, secondary, and postsecondary education or training;
2. assuring the compatibility of these plans and programs with the state's economic development strategies;
3. improving secondary to postsecondary and postsecondary to four-year institution articulation;
4. improving services to underserved or unserved groups or communities;
5. strengthening accountability systems and program effectiveness; and
6. improving the implementation of the Act [ERA-86].

ACTIVITIES

FEDERAL REQUIREMENT ACTIVITIES

The Council activities required to carry out the specified Council requirements vary from year to year. Under P.L. 101-392, Section 112(d), there are at least fifteen items listed, with some of these requirements having more than one part. The Rules and Regulations governing this Act, as cited in the Federal Register, Vol. 57, No. 158, August 14, 1992, on page 36738-9, specify which State Council responsibilities must be performed during the State plan period, and which responsibilities must be performed "At least once every two years...."

During 1992-93, the Council conducted no site visits. Eight Council meetings were held during the year. In addition, there were committee meetings throughout the year, often scheduled on the day of the Council meetings. In March of 1993, the Federal Requirements Committee distributed to the public their published study of coordination between JTPA programs and vocational and technical education. During the May 1993 Council meeting, work began on a proposed study of Corrections Education, as mandated under federal law.

STATE REQUIREMENT ACTIVITIES

In 1986, the General Assembly of South Carolina enacted the Employment Revitalization Act of 1986, which established a number of requirements concerning occupational education. The statute remains on the books, and among other requirements is the following:

"In 1989-90 and every two years thereafter, the State Occupational Training Advisory Committee shall monitor the implementation of the memoranda of agreement and assess the cooperation, coordination, and articulation between technical college commissions and local school boards in a report to the Governor and General Assembly."

The State Council on Vocational and Technical Education is also the State Occupational Training Advisory Committee (SOTAC) and is required to report on:

The effectiveness of coordination efforts among education and training entities;

The effectiveness of articulation efforts with other education and training entities; and

The effectiveness of the coordination of the training or education program(s) to economic development efforts in each area of the State and the State as a whole [Reference Section 13, Parts (5),(6),(7) of ERA-86].

In November of 1992, the Articulation Committee, chaired by Mrs. Shirley Corbett, published the SOTAC's Report of an Articulation Study, an evaluation of the cooperation, coordination, and articulation between technical college commissions and local school boards.

OTHER MEETINGS OR ACTIVITIES

Council members or staff members attended several meetings of other boards, agencies, or groups during the year in order to obtain information and maintain working relationships with members of other boards and their staff. There was Council representation at meetings of the State Board of Education, the State Board for Technical and Comprehensive Education, the Commission on Higher Education, the State Occupational Information Coordinating Council, the South Carolina Technical Education Association, the South Carolina Vocational Directors Association, and the Governor's Job Training Council.

In addition, the Executive Director and/or council members attended the following national or regional meetings:

June 10-14, 1992	Washington, D.C. National Association of State Councils (NASCOVE) Annual Conference
July 24-26, 1992	Las Vegas, Nevada NASCOVE Board Meeting
July 26-29, 1992	Columbia, South Carolina State Tech Prep Conference
September 16-19, 1992	Charleston, South Carolina NASCOVE SE Regional Meeting
December 5-6, 1992	St. Louis, Missouri NASCOVE Winter Meeting
January 29-31, 1993	Washington, D.C. NASCOVE Board Meeting
February 4, 1993	Hilton Head, South Carolina SC Technical Education Association
April 25-27, 1993	Annapolis, Maryland NASCOVE Board Meeting
June 9-13, 1993	Washington, D.C. NASCOVE Annual Conference

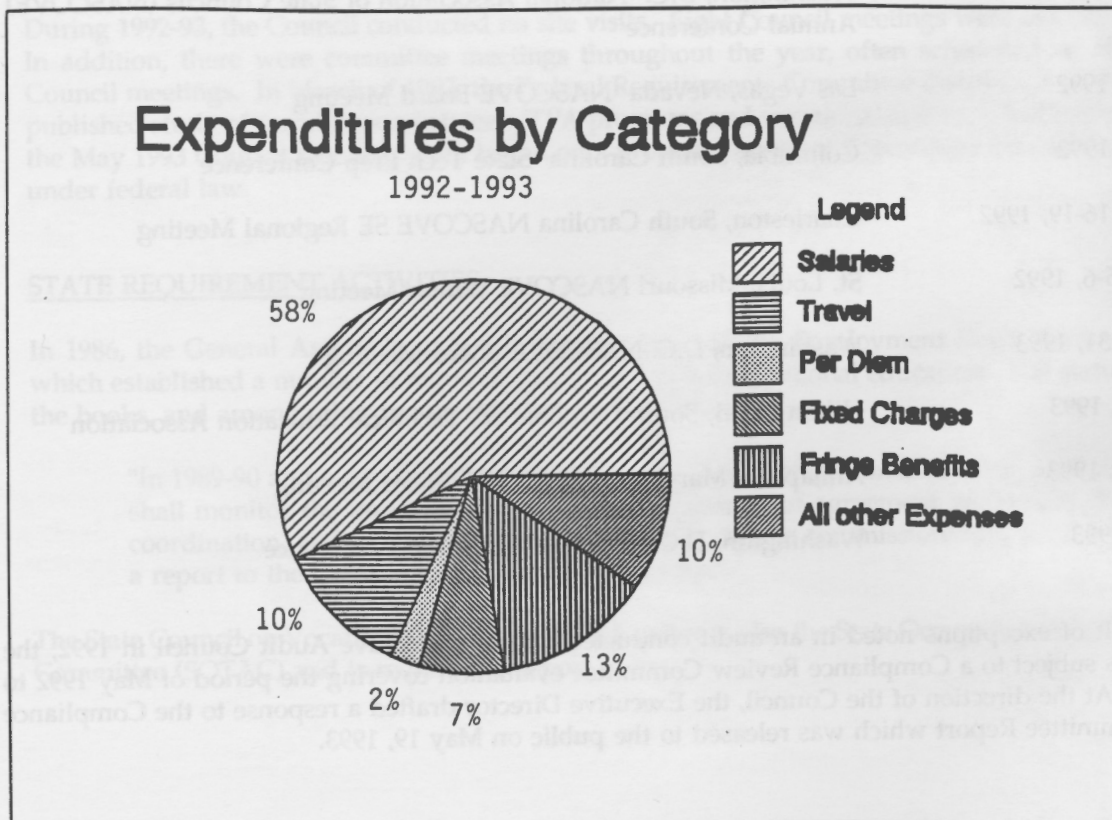
As the result of exceptions noted in an audit conducted by the Legislative Audit Council in 1992, the Council was subject to a Compliance Review Committee evaluation covering the period of May 1992 to May 1993. At the direction of the Council, the Executive Director drafted a response to the Compliance Review Committee Report which was released to the public on May 19, 1993.

FISCAL

The South Carolina Council on Vocational and Technical Education is supported by a combination of federal funds allocated to the South Carolina Council and by appropriated state funds. The federal funds for the Council accounted for approximately 66 percent of the 1992-93 total expenditures, while state appropriated funds provided 34 percent. To avoid conflict with federal guidelines, all attributable costs associated with the ERA activities, including staff time, could not be charged against the federal funds but had to be supported with state funds. A complete account of the available funds and expenditures is shown in Appendix II.

All direct and indirect costs of the Council were paid from the federal and state funds, including salaries, travel, office expenses, per diem for Council members, office rental, and payment of indirect expenses from federal funds to the state.

Major expense items for the Council during the year were salaries and fringe benefits, which comprised 71 percent of expenditures. As shown in the chart, fringe benefits were 13 % of total expenditures, but represented 23 % of salaries. Travel, per diem, and fixed charges accounted for another 19 percent, leaving about 10 percent for contractual services, equipment, and supplies to maintain the office and carry out the work of the Council. ■



REPORT OF AVAILABLE FUNDS AND EXPENDITURES

1992-1993

<u>Available Funds</u>	<u>Amount</u>	<u>Amount</u>
Federal Funds from 1991-1992		
Carried Forward	\$ 53,643.80	
Plus adjustments, refunds of expenses	575.00	
Federal Allocation		
for 1992-1993	159,240.00	
Total Available Federal Funds		\$ 213,458.80
 State Appropriated Funds	 78,789.00	
Budget & Control Board Reductions	(3,162.00)	
Budget & Control Board Additions	1,933.00	
Total Available State Funds		77,560.00
 Total Available Funds		
(State and Federal)		\$ 291,018.80

REPORT OF AVAILABLE FUNDS AND EXPENDITURES

1992-1993

<u>Expenditures</u>	<u>Amount</u>	<u>Percent</u>
Salaries	\$ 132,788.34	.58
Per Diem Payments - members	5,250.00	.02
Contractual Services	13,546.27	.06
Supplies and Materials	4,170.81	.02
Fixed Charges	16,467.51	.07
Travel - members and staff	20,602.96	.10
Equipment	.00	.00
Fringe Benefits	30,782.50	.13
Indirect Costs	4,048.00	.02
Total Expenditures	227,656.39	100%

<u>Expenditures, by Source</u>	<u>Amount</u>	<u>Percent</u>
Federal Funds Expenditures	150,727.87	.66
State Funds Expenditures	76,928.52	.34
Total Expenditures	227,656.39	100%
Balance of Federal Funds for Carryover to FY 93-94	62,730.93	
Balance of State Funds to Lapse	631.48	

PUBLICATIONS

S.C. State Council on Vocational and Technical Education Annual Report 1992-93, October 1992. Prepared and distributed by the South Carolina Council on Vocational and Technical Education, 2221 Devine Street, Suite 420, Columbia, SC.

Report of a Business-Industry Forum, August 1992. Prepared and distributed by the South Carolina Council on Vocational and Technical Education, 2221 Devine Street, Suite 420, Columbia, SC.

Report of an Articulation Study, November 1992. Prepared and distributed by the Articulation Committee of the South Carolina Council on Vocational and Technical Education, In its Capacity as The State Occupational Training Advisory Committee (SOTAC).

Coordination of JTPA Programs, Vocational Education, and Technical Education, March 1993. Prepared by the South Carolina Council on Vocational and Technical Education, 2221 Devine Street, Suite 420, Columbia, SC.

Total Number of Documents Printed

255

Cost Per Unit

\$.93

Printing Cost - S.C. State Budget & Control Board (up to 255 copies) \$ 237.89

Printing Cost - Individual Agency (requesting over 255 copies and/or halftones) \$ -

Total Printing Cost \$ 237.89

REPORT OF AVAILABLE FUNDS AND EXPENDITURES

Report of the South Carolina Council on Vocational and Technical Education, 1992-93, October 1992. Prepared and distributed by the South Carolina Council on Vocational and Technical Education, 3331 Devine Street, Suite 430, Columbia, SC 29204.

Total Number of Documents Printed	255
Cost Per Unit	\$1.24
Printing Cost-Budget & Control Board	\$316.26
Printing Cost-Individual Agency	-0-
Total Printing Cost	\$316.26

Report of the South Carolina Council on Vocational and Technical Education, 1992-93, October 1992. Prepared and distributed by the South Carolina Council on Vocational and Technical Education, 3331 Devine Street, Suite 430, Columbia, SC 29204.

Equipment	.00	.00
Fringe Benefits	30,782.50	.13
Indirect Costs	4,048.00	.02
Total Expenditures	227,656.39	100%

Expenditures, by Source	Amount	Percent
Federal Funds Expenditures	150,727.87	.66
State Funds Expenditures	76,928.52	.34
Total Expenditures	227,656.39	100%
Balance of Federal Funds for Carryover to FY 93-94	62,136.85	
Balance of State Funds to Lapse	14,790.00	

Total Number of Documents Printed	<u>255</u>
Cost Per Unit	\$ <u>.93</u>
Printing Cost - S.C. State Budget & Control Board (up to 255 copies)	\$ <u>237.89</u>
Printing Cost - Individual Agency (requesting over 255 copies and/or halftones)	\$ <u>-</u>
Total Printing Cost	\$ <u>237.89</u>